

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Executive Officer/Finance
1213 Key

EXTENSION

NO.

DATE

2 December 1969

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. 203 Key Bldg.

2. *3 Dec 69*
Discussed with [Redacted]

3. *No draft for me by 30 June 1970. Also agreed*

4. *that I'd take clean copy of draft prior to Les*

5. *Bush sign off.*

7.

8.

9.

10.

11.

12.

13.

14.

15.

000002

2 DEC 1969

X1

MEMORANDUM FOR: [REDACTED]
CIA Historical Staff

SUBJECT : Status of Office of Finance History

1. In reference to our conversation of 1 December 1969 concerning the status of the Office of Finance history, the following is provided for your information:

Title - History, Office of Finance
Period Covered - 1 October 1945 through 31 December 1966

X1

2. The original research and draft outline was prepared by Mr. [REDACTED] and continued by [REDACTED] submitted two copies of the final draft of the Office of Finance history on 19 June 1969 and then terminated his contractual relationship on 30 June 1969. The draft is under review by members of this office to verify factual accuracy, improve grammatical construction, conform it to style and to determine whether or not additional subjects should be added. The draft as now assembled is composed of five parts and an appendix as follows:

25X1

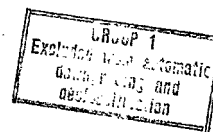
Part I - Background and Summary

Part II - Predecessor Organizations SSU and CIG

Part III - Early Financial Administration of CIA
18 Sept 1947 - 30 June 1952

Part IV - Intermediate Period of CIA Financial Administration
1 July 1952 - 31 December 1961

Part V - CIA Financial Administration
1 July 1961 - 31 December 1966



- 2 -

The appendix list with names of authors where appropriate for the particular subject are:

- A. List of Personnel Interviewed
- B. Chronology of Significant Dates
- C. Evolution of the Office of Finance 1945-1966
- D. Personnel Engaged in Finance Activities
- E. Finance Personnel in Support of U. S. and Foreign Field Activities (Plus Five Charts)

- [Redacted] 25X1
- H. History of Industrial Contract Audit Division - [Redacted] 25X1
- I. History of Certification of Agency Expenditures - [Redacted] 25X1
- J. Evolution of the Organization and Responsibilities for the Financial Aspects of Proprietary Projects - [Redacted] 25X1
- K. History of Compensation and Taxes - [Redacted] 25X1
- L. Financial Accounting and Reporting Systems of CIA - [Redacted] 25X1
- M. History of Monetary Functions - [Redacted] 25X1
- N. CIA Construction Appropriation (A summary of CIA Building Costs)

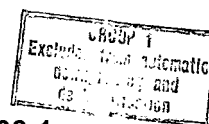
An additional subject, not now included, comes to mind; i.e. Automatic Data Processing.

The Comptroller's office (now Finance) had a Machine Records component beginning in February 1954 which was later transferred to DDS&T on 18 November 1963. Finance, in the early portion of this period, began applying machine systems in order to automate certain financial data. Out of this grew the present system on a much expanded basis for multiple customers and is now the responsibility of the Office of Computer Services. We do not know what their historical record will show or whether they or others have covered the history of ADP up to 1 January 1967; but we believe this is a subject of some importance worthy of inclusion somewhere in the Agency history.

3. A considerable amount of review, checking and retyping remains to be done. Included also is the problem of having improved charts prepared by the visual aids artists. As we have presently no one engaged on this project on a full-time basis, progress is understandably slow. On these latter matters I suggest we discuss them at your convenience so that a reasonably acceptable deadline for completion can be established.

25X1

[Redacted]
Executive Officer
Office of Finance



2 DEC 1969

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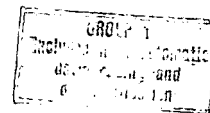
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